# **Conference Personnel Informational & Directional Job Description**

**Informational & Directional Personnel Responsibilities**

An Informational & Directional Personnel is expected to carry out the following tasks:

* Assist delegates with directions and information
* Good understanding of the venue to be able to assist delegates with direction and information
* Assist with event set up when required especially when the section is not as busy
* Attend trainings and briefings

**Informational & Directional Personnel Required Skills**

This position involves a great deal of contact with delegates so the Informational & Directional Volunteer must have the following:

* Excellent interpersonal and communication skills
* Speak English fluently
* Good local knowledge of the area and culture
* Informative
* Well organized and reliable
* Show pride in their work
* Positive attitude
* Punctual and attentive
* Ability to lift objects weighing up to 25 kilos

*\*Information and Directional personnel will report to the Venue Event Manager if your direct supervisor is not available*

*\*Conference Personnel must have an active mobile phone that he/she can be reached on when required.*